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8 October 1958

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MEMORANDUM FOR: Chief, Intelligence School

SUBJECT : Weekly Report No. 40
1 - 7 October 1958

Introduction to Supervision

1. Introduction to Supervision #3, for GS 5-7 employees, began on 6 October with a full class of 18. In this group, DDP is not represented. We have 9 students from DDI, 7 from DDS, one from the Cable Secretariat, and one from DCI.

the Office of the

Basic Management

1. Basic Management #46 concluded with a roar on 3 October. The 16 students in the class fought among themselves over the issues injected into the course by the new In-Basket problem, and the relation of these issues to Agency problems—right up to the gun on the last day. One student critique stated, "This course should be extended another week."

2. Despite the interest displayed by the students in the class just concluded, the general decline in enrollment in OTR courses is hitting Basic Management as well. Enrollment in the next course scheduled (#47, GS 11-13) is still insufficient to enable us to run the course as presently planned. Requests have been forwarded to all Agency training officers for additional applicants. Applicants in grades GS 11-15 will be accepted.

Management (Special)

1. A tentative schedule for the SR Special has been prepared and we are now reviewing the reading matter and our supply of cases in order to select appropriate items for use.

2. [REDACTED], of the Office of Communications, to discuss the feasibility of a Management (Special) for Commo personnel. There appear to be a

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number of thorny problems in this connection and it may well be inadvisable to offer a Special under the conditions which Mr. [] outlined. He will do some additional probing within the Office, and we will confer again in the near future.

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General

privately published, expensive
~~Director's Manual~~

1. We have received and reviewed the Director's Manual used in the "Incident Process" technique. In our opinion, it is unnecessary for us to request the expenditure of close to \$150.00 to purchase this material. The present faculty is thoroughly-enough versed in the technique to be able to construct and use this type of device whenever it appears to offer additional value to present courses. We have, therefore, asked the Library to return the Director's Manual to the lender, the Bureau of National Affairs.

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[]
Chief, Management Training Faculty

→ *Our requirements*

- a) Participation & support of Dir. Comm - met; no problem.
- b) Definition of objectives as Comm sees them. (This is the tough one).
- c) Allocation of sufficient training time to meet the objectives. (This has not been decided yet, but will do so).

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